

## II. HOW TO MAKE A FOIA REQUEST.

For basic information on how to make a FOIA request, visit our Web site at <http://www.usdoj.gov/oip/referenceguidemay99.htm#how>.

A. Names, addresses, and telephone numbers of all individual agency components and offices that receive FOIA requests.

For these names, addresses, and telephone numbers, visit our Web site at [http://www.usdoj.gov/oip/04\\_4.html](http://www.usdoj.gov/oip/04_4.html).

B. Brief Description of Agency's Response-Time Ranges (On a Component-by-Component Basis).

For a detailed breakdown of each component's response times, see [Section VII, http://www.usdoj.gov/oip/annual\\_report/2007/07foiapg7.pdf](http://www.usdoj.gov/oip/annual_report/2007/07foiapg7.pdf), of this report, "Compliance with Time Limits/Status of Pending Requests."

C. Brief Description Why Requests are Not Granted.

The most frequent reason why requests are not granted is that no records responsive to the request are located.

The primary reason for not granting requests for which records are located is the protection of personal privacy pursuant to Exemptions 6 and 7(C).

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